



CREATING A MEETING AGENDA

A. An organized meeting needs a well-written agenda.

- Start preparing well in advance. It will be apparent to the meeting attendees if you prepared in a rush.
- Ask the key people attending the meeting if they have any new business or issues that they would like to include.
- Have a deadline for submitting agenda items.
- Organize agenda items. Are there any that can be combined?
- Organize and order the agenda items according to time and importance. If there is an item that really needs to be discussed, you may wish to put it near the top of the agenda.
- Print the agenda. You should do this as near to the actual meeting as possible but still leave yourself enough time to deal with potential printer problems.

B. The meeting agenda is a roadmap for the meeting.

The meeting agenda lets participants know where they're headed so they don't get off track. Most importantly, the agenda gives a sense of purpose and direction to the meeting.

All agendas should list the following:

- Meeting start time
- Meeting end time
- Meeting location
- Topic headings
- Include some topic detail for each heading
- Indicate the time each topic is expected to last
- Indicate which meeting participants are expected to be the main topic participants
- Indicate what items need action and what type of action will be required.